

SECTION C - DESCRIPTION/SPECIFICATION/WORK STATEMENT

NOTE 1: The use of "Commanding Officer" throughout this Section C means: Commanding Officer, National Naval Dental Center, Bethesda, MD, or designated representative, e.g. Technical Liaison, Department Head.

1. STATEMENT OF WORK

1.1. The health care worker shall provide, in accordance with this statement of work, comprehensive General Dentist services for the National Naval Dental Center, Bethesda, MD. Services shall be provided in the Branch Dental Clinic, Quantico, VA. At the mutual agreement of you and the Government, you may be reassigned to the NNDC Bethesda or other Branch Dental Clinics of the NNDC.

1.2. During the term of this contract the health care worker agrees to provide, on behalf of the Government, the services of a General Dentist for treatment of active duty military personnel, their dependents, eligible Navy civilian employees, and other eligible beneficiaries, in accordance with the terms and conditions of this contract.

1.3. While on duty, the health care worker shall not advise, recommend or suggest to individuals authorized to receive services at Government expense that such individuals should receive services from the health care worker when he or she is not on duty, or from a partner or group associated in practice with the health care worker, except with the express written consent of the Commanding Officer. The health care worker shall not bill individuals entitled to those services rendered pursuant to this contract.

1.4. The health care worker shall be neat, clean, well groomed, and in appropriate clothing when in patient care and public areas. All clothing shall be free of visible dirt and stains, and shall fit correctly. Fingernails shall be clean and free from dirt and hair shall be neatly trimmed and combed. The health care worker shall display an identification badge (furnished by the Government) on the right breast of his or her outer clothing that includes the health care worker's full name and professional status.

1.5. The health care worker shall be physically capable of standing for extended periods of time and capable of normal ambulation.

1.6. The health care worker shall comply with Executive Order 12731, October 17, 1990, (55 Fed. Reg. 42547), "Principles of Ethical Conduct for Government Officers and Employees", and shall also comply with Department of Defense (DOD) and Department of the Navy (DON) regulations implementing this Executive Order.

1.7. Suits arising out of Medical Malpractice. The health care worker(s) is (are) serving at the military treatment facility under a personal services contract entered into under the authority of section 1091 of Title 10, United States Code. Accordingly, section 1089 of Title 10, United States Code shall apply to personal injury lawsuits filed against the health care worker(s) based on negligent or wrongful acts or omissions incident to performance within the scope of this contract. You are not required to maintain medical malpractice liability insurance.

1.7.1. Health care workers providing services under this contract shall be rendering personal services to the Government and shall be subject to day-to-day supervision and control by Government personnel. Supervision and control is the process by which the individual health care worker receives technical guidance, direction, and approval with regard to a task(s) within the requirements of this contract.

1.8. The health care worker shall read, write, speak and understand the English language fluently.

1.9. The health care worker IS NOT prohibited, by reason of employment under this contract, from conducting a private practice or other employment so long as there is no conflict with the performance of duties under this contract. However, such private practice or other such employment shall not be conducted during those hours in which the healthcare worker is required to render services under this contract. The health care worker shall make no use of Government facilities or property in connection with such other employment. (see Attachment 001 NAVMED P-117).

2. Duty Hours

2.1. The health care worker shall normally provide services for 40 hours per week. Services shall be required for a period of 9 hours with an uncompensated 1 hour for lunch as scheduled, between the hours of 0600 and 1800, Monday through Friday. Any changes in the schedule shall be coordinated between the health care worker and the Government. The health care worker shall arrive for each scheduled shift in a well rested condition and shall have had at least six hours of rest from all other duties as a General Dentist.

2.2. When required, to ensure completion of services that extend beyond the normal close of business, the health care worker shall remain on duty in excess of the scheduled shift. The health care worker will be given an equal amount of compensatory time to be scheduled upon mutual agreement of the healthcare worker and the Commanding Officer.

2.3. RESERVED

2.4. Your services shall not be required on the following federally established holidays: New Year's Day, Martin Luther King's Birthday, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, and Christmas Day. You shall be compensated by the Government for these periods of authorized planned absence.

3. ABSENCES AND LEAVE

3.1. Planned absences from assigned duties shall be requested with 15 working days advance notice, in writing, to the Commanding Officer. 8 hours of personal leave are accrued by the health care worker at the end of every 80 hour period worked. You shall be compensated by the government for these periods of authorized planned absence. This leave shall be used for both planned (vacation) and unplanned (sickness) absences.

3.2. If the health care worker is absent for three or more consecutive days due to illness, he or she may be required by the Commanding Officer to provide written documentation from a qualified health care provider that he or she is free from communicable disease and the cause of the health care worker's current illness. The Government reserves the right to examine and/or re-examine any health care worker who meets this criterion. The health care worker shall be compensated by the government for these periods of authorized absence.

3.3. Any and all personal leave accrued by the health care worker will be forfeited at the expiration of his or her period of performance. If the contract is terminated for default, there will be no reimbursement for any accrued leave balance. In the event that the health care worker gives notice of employment termination, all accrued personal leave must be used within that notice period, or forfeited. Leave taken for sickness during this period shall be supported by a physician's statement of illness upon request.

3.4. A health care worker with a bonafide medical emergency occurring while on duty or with an on-the-job injury will be provided medical care until the condition is stabilized. The health care worker will reimburse the Government for all medical services provided unless the health care worker is otherwise entitled to government medical services.

3.5. Only the Commanding Officer has the authority to grant leave to the health care worker that has not been accrued, in accordance with the dental treatment facility's (DTF) policies and standards.

3.6. Authorization for planned absences may be granted by the Commanding Officer to the health care worker to attend continuing education courses and for performance of active duty responsibilities. This is in addition to absences specified in 3.1. above. The health care worker shall be compensated by the Government for these periods of authorized planned absence. Unless authorized in advance, the Government will not reimburse the health care worker for the cost of any course tuition and/or other related education expense. The health care worker will provide proof of attendance of continuing education to the Commanding Officer upon request.

3.7. Leave Without Pay (LWOP) must be approved only by the Commanding Officer for unusual and compelling circumstances after all other leave has been exhausted.

3.8. Up to twelve (12) weeks of maternity leave "leave without pay" may be granted to the healthcare worker during the period of the task order if either of two conditions should occur: (1) the birth of a son or daughter of the healthcare worker and the care of such son or daughter; or, (2) the placement of a son or daughter with the healthcare worker for adoption or foster care. The Commanding Officer and healthcare worker will agree on the length of maternity leave. At the option of the Government and pursuant to paragraphs herein, any or all accrued leave (leave with pay) shall be first applied towards maternity leave before going into a leave without pay status.

3.9. Documented military leave for military reservists will be allowed, not to exceed 15 calendar days per calendar year, and may be taken intermittently, e.g., one day at a time. Military leave will be compensated leave. The health care worker shall follow the policy of the DTF with respect to notification of scheduled military duties to the Commanding Officer.

3.10. The Commanding Officer retains the authority to grant administrative leave to healthcare workers for (a) unusual or compelling circumstances, (b) weather emergencies, (c) command related training, (d) command activities at alternative worksites, or (e) base closures or delayed base openings. The Commanding Officer will determine whether administrative leave is compensated leave.

3.11. Administrative leave may be granted for healthcare workers selected to serve jury duty. Requests for administrative jury duty leave shall be submitted to the Commanding Officer in the same manner as planned leave is requested. The healthcare worker is required to provide the Commanding Officer with as much written notice as possible prior to reporting for jury duty, and is responsible for supplying documentation regarding the necessity for and length of absence for jury duty. A healthcare worker whose position is deemed critical by the Commanding Officer may be issued a written request for the court to excuse the healthcare worker from jury duty. The health care worker shall be compensated by the government for these periods of authorized administrative leave.

3.12. Furlough. Except as otherwise provided in this paragraph or unless specifically authorized in a DoD Appropriations Act or a continuing resolution, the obligation of the contractor to perform services under this contract, and the Government's obligation to pay for such services, shall be suspended during a Government furlough. In the event of a Government furlough, the Commanding Officer/Commander will determine which Contractor employees are considered "critical" and therefore must report to work. Only Contractor employees deemed "critical" by the Government shall be compensated for services rendered during a furlough. All other Contractor employees will be furloughed until the Government shutdown ends or the Contracting Officer's Representative notifies them that they have become "critical" employees.

4. GENERAL DUTIES AND RESPONSIBILITIES. Services provided under this contract shall be performed in accordance with all State, County, Department of Defense, Navy, Dental Center and Clinic guidelines and reporting requirements.

4.1. ADMINISTRATIVE AND TRAINING REQUIREMENTS. The health care worker shall:

4.1.1. Direct supporting government employees assigned to them during the performance of clinical procedures. Such direction and interaction will comply with government and professional clinical standards and accepted protocols. The health care worker will be subject to guidelines set forth in the Command's quality assurance and risk management instructions. The health care worker performs limited administrative duties that include maintaining statistical records of workload and participating in clinical staff quality assurance functions and inservice training functions at the prerogative of the Commanding Officer.

4.1.2. Be officially evaluated at least semi-annually on performance and adherence to requirements of this contract.

4.1.3. RESERVED

4.1.4. Become familiar with and follow standardized (Navy) concepts of Phased Dentistry and Managed Care.

4.1.5. May be assigned other duties consistent with the normal duties of a general dentist as directed by the Commanding Officer to include, but not limited to, participating in command quality improvement and assurance meetings, etc.

4.1.6. Comply with the HIPAA (Health Insurance Portability and Accountability Act) privacy and security policies of the treatment facility.

4.1.7. Contractor personnel shall be subject to an Automated Data Processing (ADP) background check in accordance with DoD Publication 5200.2-R. Personnel shall be required to complete the paperwork necessary for the Government to complete the background check.

4.2. ORIENTATION

4.2.1. Upon arrival, the health care worker shall undergo orientation. Orientation shall include familiarization with the facility, introduction to the Quality Improvement Program, introduction to National Naval Dental Center Bethesda rules and regulations, introduction to military protocols such as military structure, time and rank, acquisition of parking permits, proper infection control protocols and clarification of rights and responsibilities.

4.3. SPECIFIC DUTIES/RESPONSIBILITIES OF GENERAL DENTISTS ARE AS FOLLOWS:

4.3.1. Routine workload is scheduled by the treatment facility. Primary workload is a result of appointments generated by patient activity through the General Dentistry Department or scheduled through the dental treatment facility. The contractor has full responsibility for diagnostic examinations and development of comprehensive treatment plans when indicated, delivery of treatment within the personnel, equipment, and supply capabilities of the facility. In addition, the contractor has full responsibility for the quality and timeliness of preparation of dental records and reports for procedures performed and care provided. Patients frequently have overlapping, multiple symptoms and often require multidiscipline long-term treatment. The contractor shall refer patients to staff specialists for consultative opinions and continuation of care and shall see the patients of other staff health care providers for consultation and treatment.

4.3.2. The health care worker shall perform a full range of clinical dentistry procedures, within the scope of clinical privileges granted by the Commanding Officer, on site using government furnished facilities, supplies, and equipment. Caseload occurs as a result of either scheduled or unscheduled requirements for care.

4.3.3. The work environment involves risks typically associated with the performance of oral procedures. The health care worker may be exposed to contagious disease, infections, and flying dental debris requiring the wearing of such protection as gloves, masks, and eyeglasses.

4.3.4. The health care worker is expected to perform the following functions. This list is not intended to establish an inclusive listing of anticipated clinical procedures. Health care worker productivity is expected to be comparable with that of other general dentists assigned to the same facility and scope of practice.

(1) Clinical Appointments

(2) Scheduled Procedures

- (a) Restorations (amalgam and composite)
- (b) Adult Prophylaxis
Adjunctive Services
- (c) Scaling and Root Planing
- (d) Comprehensive Oral Exam
 - (1) Oral Health Counseling
 - (2) Dental and soft tissue examinations
- (e) Adjunctive procedures

(3) Emergency Procedures and Cases

- (a) Examinations
- (b) Temporary restorations

(c) Pulpotomies

(4) Administrative Services:

(a) Board and Committee Attendance:

(b) Continuing Dental Education:

4.3.5. As a member of a professionally diverse team, the health care worker contributes in a positive manner to team building and morale.

4.4. CREDENTIALING REQUIREMENTS.

4.4.1. Upon award, obtain clinical privileges from the National Naval Dental Center, Bethesda, MD, as applicable prior to performing services for this contract. Prior to performance of services, the contractor shall submit to the technical liaison the credentialing documents and actions identified in Appendix (f) of BUMEDINST 6320.66D. Applicable instructions will be available to the contractor prior to contract award from the DTF.

4.4.2. Upon award, the health care workers shall complete an Individual Credentials File (ICF) prior to performance of services. Completed ICF must be forwarded 30 days prior to performance of duties to the DTF's Professional Affairs Department. The ICF, maintained at the DTF, contains specific information with regard to qualifying degrees and licenses, past professional experience and performance, education and training, health status, and current competence as compared to specialty-specific criteria regarding eligibility for defined scopes of health care services. BUMED Instruction 6320.66C, Appendix F detail the ICF requirements for General Dentists. A copy of this instruction may be obtained by contacting the Professional Affairs Department. Primary source verification is the responsibility of the contractor.

4.4.3. If individual clinical privileges have been summarily suspended pending an investigation into questions of professional ethics or conduct, that individual's performance under this contract may be suspended until clinical privileges are reinstated. No reimbursement shall be made and no other compensation shall accrue to the health care worker so long as performance is suspended. The denial, suspension, limitation, or revocation of clinical privileges based upon practitioner impairment or misconduct shall be reported to the appropriate authorities.

5. FAILURE AND/OR INABILITY TO PERFORM

5.1 This contract may be found voidable at the option of the Government if the contractor fails to provide the physical certification requested in Section H or privileges are not granted to the health care worker by the Commanding Officer.

5.2. Should the health care worker be unable to perform duties under this contract due to medical or physical disability for more than 13 consecutive days, performance under this contract may be suspended by the Contracting Officer until such medical or physical disability is resolved. If performance under this contract is so suspended, no reimbursement shall be made and no other compensation, including annual/sick leave, shall accrue to the health care worker so long as performance is suspended.

5.3. If clinical privileges have been summarily suspended pending an investigation into questions of professional ethics or conduct, performance under this contract may be suspended until clinical privileges are reinstated. No reimbursement shall be made and no other compensation, including annual/sick leave, shall accrue to the contractor so long as performance is suspended. The denial, suspension, limitation, or revocation of clinical privileges based upon practitioner impairment or misconduct shall be reported to the appropriate licensing authorities of the state in which the license is held.

5.4. Any health care worker(s) demonstrating impaired judgment, shall be removed from providing healthcare services. The Government reserves the right to remove any employee who, in the judgment of a licensed physician, is impaired by drugs or alcohol.

5.4.1. Health care worker(s) with alcohol or drug abuse problems may be allowed to return to work under the terms of this contract only with prior Government approval.

6. PERSONNEL QUALIFICATIONS

The contractor is required to provide personnel having the following minimum levels of professional and technical experience. The specialized experience included as part of the required qualifications shall have been obtained in the fields of endeavor indicated by the following applicable labor categories:

General Dentist

6.1. SPECIAL REQUIREMENTS.

6.1.1. Have either (a), graduated from an accredited dental school approved by the Council on Dental Education of the ADA within the preceding 12 months, or (b) graduated from an accredited dental school approved by the Council on Dental Education of the ADA and have experience as a General Dentist of at least 12 months within the preceding 36 months.

6.1.2. Successfully complete at least 12 classroom hours of continuing General Dentistry education within the preceding 24 months which maintain skills and knowledge as a General Dentist. This requirement is not applicable to new graduates per Item 6.1.1., above.

6.1.3. Have a current, unrestricted license to practice as a General Dentist in any one of the 50 States, the District of Columbia, the Commonwealth of Puerto Rico, Guam or the U.S. Virgin Islands.

6.1.4. Represent an acceptable malpractice risk to the Navy.

6.1.5. Have U.S. employment eligibility per Attachment III. No alien shall be allowed to perform services under this contract if in violation of the Immigration Laws of the United States.

6.2. REGULATORY COMPLIANCE REQUIREMENTS

a. The health care worker shall obtain, at contractor expense, a statement from the health care worker's physician or a report of a physical examination within 60 days prior to contract start indicating that the health care worker is free from mental or physical impairments which would restrict the health care worker from providing the services described herein. Health care workers hired after contract start shall be required to provide a physical exam statement or report obtained within 60 days prior to performance of services. The statement must contain the following information:

"Having performed a physical examination on the person named below on (insert date), the following findings are true and accurate:

1. (Name of health care worker) is suffering from no physical disability which restricts them from providing services as a (specialty).

2. (Name of health care worker) is not suffering from sexually transmitted or other contagious diseases which restricts them from providing services as a (specialty).

3. (Name of health care worker) has (circle the applicable number):

3a. Received at least three doses of recombinant hepatitis B vaccine currently licensed in the United States, or,

3b. Received an initial dose of the hepatitis B vaccine. The vaccine series shall be completed within 6 months of the employee start date, or,

3c. Provided documentation of the health care worker's waiver which declines the hepatitis B vaccine as set forth in OSHA guidelines (declination on the basis of religious convictions or medical contraindications only), or,

- 3d. Provided evidence of immunologically effective anti-HB levels in lieu of proof of recombinant hepatitis B vaccines. Assays must be performed in a laboratory accredited by the American Society of Clinical Pathologists (ASCP) and/or the College of American Pathologists (CAP).
4. (Name of health care worker) shows immunity to Measles, Mumps and Rubella (MMR); varicella immune status; and a current PPD reading or evaluation as specified in Paragraph H.6.2.(d)."

Examining Physician (signed)

Examining Physician Information:

Name:
Address:

Telephone:

b. Except as provided in c., below, no medical tests or procedures required by the contract may be performed in the MTF. Expenses for all required tests and/or procedures shall be borne by the contractor at no additional expense to the Government.

c. Further, the health care worker shall agree to undergo personal health examinations and such other medical and dental examinations at any time during the term of this contract, as the Commanding Officer may deem necessary for preventive medicine, quality assurance, or privileging purposes. These examinations will be provided by the Government. If the health care worker chooses, these examinations may be provided by a private physician or dentist at no expense to the Government. Additionally the health care worker must be immunized annually with the influenza vaccine in accordance with the BUMED instruction currently in effect. This vaccine will be provided by the Government. Although this vaccine will be provided by the Government, it may be obtained at other facilities with the cost being borne by the health care worker. Unless vaccinated by the Government, the health care worker shall be required to show proof of the vaccination. If the health care worker chooses to be immunized by the Government they shall be required to sign a waiver in accordance with MTF rules and regulations. If the health care worker declines the immunization, they must provide documentation of the waiver, which declines the influenza vaccine (declination on the basis of religious convictions or medical contraindications only).

d. Prior to the commencement of performance under this contract, the Technical Liaison shall direct the health care worker to inprocess through standard facility procedures. Health care workers who have patient contact must show immunity to Measles, Mumps and Rubella (MMR) through: Serological testing which shows sero-positivity to MMR or proof of vaccination (persons born prior to 1957 must have received one dose of MMR vaccine; persons born in 1957 or later must have received two doses of MMR vaccine). The health care worker shall provide evidence of varicella immune status or a statement of history of chicken pox. Additionally, health care workers must provide a current Purified Protein Derivative (PPD) reading, or evaluation if known PPD reactor, on an annual basis. The contractor is responsible for any expenses incurred for required testing.

e. The health care worker shall participate in the Command's Bloodborne Pathogen Program orientation as scheduled by the Senior Medical Department Representative. The health care worker shall also participate in annual training and training for new procedures with the potential for occupational exposure to bloodborne pathogens. Health care worker's involved in an exposure incident shall follow MTF regulations and procedures. The Government shall conduct initial blood work and screening of exposed health care workers at Government expense. Subsequent follow-up testing and treatment shall be the responsibility of the contractor. The health care worker is responsible for reporting all exposure incidents. The health care worker is required to report all exposure incidents to their immediate supervisor.

f. Management of HIV positive health care worker shall be consistent with current Centers for Disease Control (CDC) guidelines and Section 503 of the Rehabilitation Act (29 U.S.C Section 793) and its implementing regulations (41 CFR Part 60-741).

g. The health care worker shall comply with the CDC's "Universal Precautions" for prevention of the transmission of HIV during all invasive procedures.

h. The health care worker shall become acquainted with and obey all station regulations, shall perform in a manner to preclude the waste of utilities, and shall not use Government telephones for personal business. All motor vehicles operated on these installations by the health care worker shall be registered with the base security service according to applicable directives. Eating by the health care worker is prohibited in patient care areas and is restricted to designated areas. Smoking is prohibited in all clinic facilities.

i. All financial, statistical, personnel, and technical data which is furnished, produced or otherwise available to the contractor during the performance of this contract are considered confidential business information and shall not be used for purposes other than performance of work under this contract. Such data shall not be released by the contractor without prior written consent of the Technical Liaison. Any presentation of any statistical or analytical materials, or any reports based on information obtained from studies covered by this contract, will be subject to review and approval by the Technical Liaison before publication or dissemination.

j. The Secretary of the Navy has determined that the illegal possession or use of drugs and paraphernalia in a military setting contributes directly to military drug abuse and undermines Command efforts to eliminate drug abuse among military personnel. The policy of the Department of the Navy (including the Marine Corps) is to deter and detect drug offenses on military installations. Measures to be taken to identify drug offenses on military installations, and to prevent introduction of illegal drugs and paraphernalia, include routine random inspection of vehicles while entering or leaving with drug detection dogs when available, and random inspection of personal possessions on entry or exit. If there is probable cause to believe that a health care worker has been engaged in use, possession, or trafficking of drugs, the health care worker may be detained for a limited period of time until he or she can be removed from the installation or turned over to local law enforcement personnel having jurisdiction. When illegal drugs are discovered in the course of an inspection or search of a vehicle operated by a health care worker, the health care worker and vehicle may be detained for a reasonable period of time necessary to surrender the individual and vehicle to appropriate civil law enforcement personnel. Action may be taken to suspend, revoke, or deny installation driving privileges. Implicit with the acceptance of this contract is the agreement by the health care worker to comply with all Federal and State laws as well as regulations issued by the Commander of the military installation concerning illegal drugs and paraphernalia.

6.3. Crime Control Act of 1990 requirement

(a) Section 21 of the Crime Control Act of 1990, 42 U.S.C. 13041, as amended by section 1094 of Public Law 102-190, requires every facility operated by the Federal Government (or operated under contract with the Federal Government) that hires (or contracts to hire) individuals involved in the provision of child care services to assure that all existing and newly-hired employees undergo a criminal background check. The term "child care services" is defined to include health and mental health care.

(b) The Government will conduct criminal background checks on all contractor employees providing child care services under this contract based on fingerprints of contractor employees obtained by a Government law enforcement officer and inquiries conducted through the Federal Bureau of Investigation (FBI) and State criminal history repositories.

(c) Within 30 days after contract award, the contractor and all contractor employees shall provide all reasonable and necessary assistance to the Government, including compliance with the employment application requirements set forth in 42 U.S.C. 13041(d). Upon receipt of the results of a background check, the contractor further agrees to undertake a personnel action in accordance with 42 U.S.C. 13041(c), when appropriate.

(d) With written recommendation from the Commanding Officer and the approval one level above the Contracting Officer, a contractor employee may be permitted to perform work under this contract prior to the completion of a background check, provided the employee is within sight and continuous supervision of an individual with a successful background check.

(e) Contractor employees shall have the right to obtain a copy of any background check pertaining to themselves and to challenge the accuracy and completeness of the information contained in the report.

ATTACHMENT I

PERSONAL QUALIFICATIONS SHEET - DENTISTS

1. Every item on the Personal Qualifications Sheet must be addressed. Please sign and date where indicated. Any additional information required may be provided on a separate sheet of paper (indicate by number and section the question(s) to be addressed).
2. The information you provide will be used to determine your acceptability. **In addition to the Personal Qualifications Sheet, please submit two letters of recommendation as described in Item VIII of this Sheet.**
3. After contract award, all of the information you provide will be verified during the credentialing process. At that time, you will be required to provide the following documentation verifying your qualifications: Professional Education Degree, Release of Information, Individual Credentials File (ICF), all dental licenses held within the preceding 10 years, copy of American Heart Association CPR Health Care Provider Course Certification card (or equivalent), continuing education certificates, and employment eligibility documentation. If you submit false information, the following actions may occur:
 - a) Your contract may be terminated for default. This action may initiate the suspension and debarment process, which could result in the determination that you are no longer eligible for future Government contracts.
 - b) You may lose your clinical privileges. If that occurs, an adverse credentialing action report will be forwarded to your State licensing bureau and the National Practitioners Databank.
4. Health Certification. Individuals providing services under Government contracts are required to undergo a physical exam no more than 60 days prior to beginning work. The exam is not required prior to award but is required prior to the performance of services under contract. By signing this form, you have acknowledged this requirement.
5. Practice Information (Section H.7.1.3):

	<u>Yes</u>	<u>No</u>
1. Have you ever been the subject of a malpractice claim? (indicate final disposition of case in comments)	___	___
2. Have you ever been a defendant in a felony or misdemeanor case? Indicate final disposition of case in comments)	___	___
3. Has your license to practice or DEA certification ever been revoked or restricted in any state?	___	___

If any of the above is answered "yes" attach a detailed explanation. Specifically address the disposition of the claim or charges for numbers 1 and 2 above, and the State of the revocation for number 3 above.

PRIVACY ACT STATEMENT

Under 5 U.S.C. 552a and Executive Order 9397, the information provided on this page and the Personal Qualifications Sheet is requested for use in the consideration of a contract; disclosure of the information is voluntary; failure to provide information may result in the denial of the opportunity to enter into a contract.

(Signature)

(Date)(mm/dd/yy)

Personal Qualifications Sheet - Dentist**I. General Information**

Name: _____ SSN: _____
 Last First Middle

Address: _____

Phone: (____) _____

II. Professional Education:

Doctorate Degree in Dentistry from (Provide name of ADA accredited School & location)

Date of Degree: _____ mm/dd/yy)

Location and date of General Dentistry Residency training (Provide name of ADA accredited School & location) _____

Date of Degree: _____ mm/dd/yy)

III. Continuing Education:

<u>Title of Course</u>	<u>Course Dates</u>	<u>CE Hrs</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

IV. Professional Licensure, Dental (License must be current, valid, and unrestricted)

State or territory of issuance: _____

Date of Expiration: _____ (mm/dd/yy)

V. BLS: American Heart Association Basic Life Support (BLS) for Healthcare Providers; American Heart Association Healthcare Provider Course; American Red Cross CPR (Cardiopulmonary Resuscitation) for the Professional Rescuer; or equivalent.

Training Type listed on Card: _____

Expiration Date: _____ (mm/dd/yy)

VI. Professional Employment: List your current and preceding employers for the past 3 years.

Name and Address of Present Employer

From

To

(1) _____

Work performed:

V. (con't) Names and Addresses of Preceding Employers

From

To

(2) _____

Work performed:

From

To

(3) _____

Work performed:

Are you currently employed on a Navy contract? If so where is your current contract and what is the position?

When does the contract expire? _____

VII. Employment Eligibility

Do you meet the requirements for U.S. Employment Eligibility contained in Attachment III?

(Circle one) Yes No

VIII. Professional References

Letters of recommendation from two practicing dentists and/or professors attesting to your clinical skills, patient rapport, etc. Recommendation letters must include name, title, phone number, date of reference, address and signature of individual providing the letter. Reference letters must have been written within the preceding two years.

IX. I hereby certify the above information to be true and accurate:

(Signature)

(Date) (mm/dd/yy)

ATTACHMENT II

PRICING SHEET**PERIOD OF PERFORMANCE**

Services are required from 17 February 2004 through 30 September 2004. The Contracting Officer reserves the right to adjust the start and end dates of performance to meet the actual contract start date.

PRICING INFORMATION

Insert the price per hour that you want the Navy to pay you. The Government will award a contract that is neither too high nor too low. Your price would be high enough to retain your services but not so high as to be out of line when compared to the salaries of other General Dentists in the Quantico, VA area. The hourly price includes consideration for the following taxes and insurance that are required:

(a) Please note that if you are awarded a Government contract position, you will be responsible for paying all federal, state and, local taxes. The Navy does not withhold any taxes. Your proposed prices should include the amount you will pay in taxes.

(b) Before commencing work under a contract, you shall obtain the following required levels of insurance at your own expense: (a) General Liability - Bodily injury liability insurance coverage written on the comprehensive form of policy of at least \$500,000 per occurrence, and (b) Automobile Liability - Auto liability insurance written on the comprehensive form of policy. Provide coverage of at least \$200,000 per person and \$500,000 per occurrence for bodily injury and \$20,000 per occurrence for property damage.

<u>Line Item</u>	<u>Description</u>	<u>Quantity</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Total Amount</u>
0001	The offeror agrees to perform, on behalf of the Government, the duties of one General Dentist at the Branch Dental Clinic, Quantico, VA in accordance with this Application and the resulting contract.				
0001AA	Base Period; 17 Feb 04 thru 30 Sep 04	1,304	Hours	_____	_____
	TOTAL FOR CONTRACT LINE ITEM 0001				_____

Printed Name _____

Signature _____ Date _____

ATTACHMENT III

LISTS OF ACCEPTABLE DOCUMENTS

SUBMIT ONE FROM LIST A

LIST A

Documents that Establish Both Identity and Employment Eligibility

1. U. S. Passport (unexpired or expired)
2. Certificate of U. S. Citizenship (INS Form N-560 or N-561)
3. Certificate of Naturalization (INS Form N-550 or N-570)
4. Unexpired foreign passport, with I-551 stamp or attached INS Form I-94 indicating unexpired employment authorization.
5. Alien Registration Receipt Card with photograph (INS Form I-151 or I-551)
6. Unexpired Temporary Resident Card (INS Form I-688)
7. Unexpired Employment Authorization Card (INS Form I-688A)
8. Unexpired Reentry Permit (INS Form I-327)
9. Unexpired Refugee Travel Document (INS Form I-571)
10. Unexpired Employment Authorization Document issued by the INS which contains a photograph (INS Form I-698B)

OR SUBMIT ONE FROM LIST B AND ONE FROM LIST C

LIST B

Documents that Establish Identity

1. Driver's license or ID card issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, sex, height, eye color, and address
2. ID card issued by federal, state or local government agencies of entitles provided it contains a photograph or information such as name, date of birth, sex, height, eye color, and address
3. School ID card with a photograph
4. Voter's registration card
5. U.S. Military card or draft record
6. Military dependant's ID Card
7. U.S. Coast Guard Merchant Mariner Card
8. Native American tribal document
9. Driver's license issued by a Canadian government authority
For persons under age 18 who are unable to present a document listed above;
10. School record or report card
11. Clinic, doctor, or hospital record
12. Day-care or nursery school record

LIST C

Documents that Establish Employment Eligibility

1. U.S. social security card issued by the Social Security Administration (other than a card stating it is not valid for employment)
2. Certification of Birth Abroad issued by the Department of State (Form FS-545 or Form DS-1350)
3. Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal
4. Native American Tribal document
5. U.S. Citizen ID Card (INS Form I-197)
6. ID Card for use of Resident Citizen in the United States (INS Form I-179)
7. Unexpired employment authorization document issued by the INS (other than those listed under List a).

ATTACHMENT IV

CENTRAL CONTRACTOR REGISTRATION APPLICATION
CONFIRMATION SHEET

As of June 1, 1998 all contractors must be registered in the Central Contractor Registration (CCR) as a prerequisite to receiving the Department of Defense (DoD) contract.

Registration through the World Wide Web is preferred. The Web address is <http://www.ccr.gov/> or <http://www.ccr.dlis.dla.mil/>. If you do not have internet access, please call (301) 619-6021 to request a copy of the application.

In order to register with the CCR you are required to obtain a DUNS number from Dun & Bradstreet. Please contact Dun & Bradstreet at 1-800-333-0505 to request a number or request the number via internet at <http://www.dnb.com/aboutdb/dunsform.htm>.

When you have done this, please mail or fax "THIS COMPLETED CONFIRMATION SHEET" to:

Naval Medical Logistics Command
ATTN: Code 02
1681 Nelson Street
Fort Detrick, MD 21702-9203
FAX (301) 619-2925 or (301) 619-6793

Name: _____

Company: _____

Address: _____

Date CCR Form was submitted: _____

Assigned DUN & BRADSTREET #: _____

Email Address: _____

ATTACHMENT V

SMALL BUSINESS PROGRAM REPRESENTATIONS

As stated in paragraph I.A. of this application this position is set-aside for individuals. As an individual you are considered a Small Business for statistical purposes. If you are female, you are considered a woman-owned small business. If you belong to one of the racial or ethnic groups in section B, you are considered a small disadvantaged business. To obtain further statistical information on Women-owned and Small Disadvantaged Businesses you are requested to provide the additional information requested below.

NOTE: This information will not be used in the selection process nor will any benefit be received by an individual based on the information provided.

Check as applicable:

Section A.

- ☐ () The offeror represents for general statistical purposes that it is a woman-owned small business concern.
☐ () The offeror represents, for general statistical purposes, that it is a small disadvantaged business concern as defined in 13 CFR 124.1002.

Section B

[Complete if offeror represented itself as disadvantaged in this provision.] The offeror shall check the category in which its ownership falls:

- ☐ Black American.
☐ Hispanic American.
☐ Native American (American Indians, Eskimos, Aleuts, or Native Hawaiians).
☐ Asian-Pacific American (persons with origins from Burma, Thailand, Malaysia, Indonesia, Singapore, Brunei, Japan, China, Taiwan, Laos, Cambodia (Kampuchea), Vietnam, Korea, The Philippines, U.S. Trust Territory of the Pacific Islands (Republic of Palau), Republic of the Marshall Islands, Federated States of Micronesia, the Commonwealth of the Northern Mariana Islands, Guam, Samoa, Macao, Hong Kong, Fiji, Tonga, Kiribati, Tuvalu, or Nauru).
☐ Subcontinent Asian (Asian-Indian) American (persons with origins from India, Pakistan, Bangladesh, Sri Lanka, Bhutan, the Maldives Islands, or Nepal).

Offeror's Name : _____
Notice of Contracting Opportunity No.: _____